

ENCINA WASTEWATER AUTHORITY

ACCOUNTING TECHNICIAN I

The **Encina Wastewater Authority** (EWA) is a model of excellence and innovation, committed to protecting the Pacific Ocean, producing and using renewable resources, and maintaining fiscal responsibility. **Located in Carlsbad, California**, we are seeking an enthusiastic Accounting Technician.

In this fast-paced environment that requires the ability to multi-task with accuracy and exceptional customer service, the Accounting Technician I coordinates the accounts payable process; prepares and monitors operating and capital budget performance reports; maintains vendor files; maintains petty cash; prepares deposits; assists with quarterly tax preparation; prepares and transmits member agency billings; assists with payroll processing; prepares bi-weekly payroll cost allocations and journal entries; and performs complex tasks associated with monthly, quarterly, and year-end financial system closings.

A Bachelor's degree in accounting or related discipline, and three years of municipal or closely related accounting experience are the preferred qualifications - OR any combination equivalent to the education and experience that could likely provide the required knowledge and abilities.

Possession of a non-restricted California Driver's License and successful completion of a pre-employment physical examination, drug screen, and background checks might be required at the time of appointment.

An application and a copy of the job description can be obtained on EWA's website at www.encinajpa.com or by calling 760-438-3941. Resumes will NOT be accepted in lieu of applications. Applications must be received by EWA **no later than Friday, August 11**. They can be mailed to 6200 Avenida Encinas, Carlsbad, CA 92011, emailed to dallen@encinajpa.com, or faxed to 760-438-3861.

Salary range: \$27.04 – 36.24/hr.